



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District


YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

April 20, 2006

To: All Department Heads
From: 
David E. Janssen
Chief Administrative Office

COUNTY CHANNEL PROGRAMMING SURVEY

The County is nearing the launch of its cable television channel for County government-related programming and we are looking for your assistance. The County Channel will soon reach its first viewers and, within a year of this launch, be available to a majority of the cable TV subscribers countywide. The Channel initially will use existing programming you may have produced or to which you have acquired rights for airing on cable TV. Soon, we'll begin acquisition and production of new programming to build our library of County-related programming.

We need your input to provide us with the most up-to-date information on programming you currently have that we may possibly air on the County Channel, as well as the other resources and general interest you have in producing new programming. **Please reply to the seven questions in the attached and send it no later than May 15, 2006** to Jerry Ramirez of this office via e-mail at jramirez@cao.co.la.ca.us or via fax at 213-626-0892.

If you have any questions regarding this matter, please feel free to contact me, or your staff can contact Mr. Ramirez at 213.974.4282 or Susan Herman, who is directing this effort, at susnherman@aol.com or 310-820-3001.

DEJ:MKZ
JR:ib

Attachment (1)

c: Each Supervisor
Susan Herman

COUNTY CHANNEL PROGRAMMING SURVEY

1. Do you have programming and/or PSAs that you currently own or have rights to that could air immediately? NO ☐ YES ☐ If "YES" please detail in Question 4.

2. Do you have resources available to you currently?....

a. EQUIPMENT/FACILITIES: NO ☐ YES ☐ If "YES" please detail in Question 5.

b. PRODUCTION STAFF: NO ☐ YES ☐ If "YES" please detail in Question 5.

c. FUNDING: NO ☐ YES ☐ If "YES" please detail in Question 5.

3. Are you interested in producing/providing new programming for the County Channel?

☐ No ☐ Yes; if yes, suggested topic(s)? _____

4. **PROGRAMMING:** Please provide the title, brief description, (e.g., "tour of Arboretum," "measures to take to prepare a home for brush clearance," etc.), running length, and format (DVD, VHS, BetaSP, etc.)

TITLE:	DESCRIPTION:	Length:	Format:

5. **a. EQUIPMENT/FACILITIES:** Please describe the type of equipment and/or facilities that you have available:

ITEM: (e.g. video camera, tripod, lighting kit, studio, etc.)	DESCRIPTION: (e.g., brand, size, age, functions) NOTE: if a studio, please include dimensions & location.	FORMAT: (e.g., digital, VHS, etc.)

b. PRODUCTION STAFF:

Name:	Skills/Position:	Contact Phone & email:

c. FUNDING:

Source:	Purpose:	Amount:

6. Would you be willing to pool the above resources with other County departments?

☐ No

☐ Yes

7. Contact person to follow-up with on these survey responses:

NAME: _____

TITLE: _____

DEPARTMENT: _____

PHONE: _____ EMAIL: _____